



July 10, 2018

**Via FOIAOnline**

Emma Best  
MuckRock News  
DEPT MR 56528  
411A Highland Ave.  
Somerville, MA 02144

**RE: Freedom of Information Act Request NGC18-359**

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request dated June 26, 2018 that was received in this office on June 28, 2018 via *FOIAonline*. Your request was assigned *FOIAonline* tracking number NARA-NGC-2018-000681, and the internal tracking number of NGC18-359. In your request you asked for copies of Standard Forms SF-703; SF-704; SF-705; SF-706; SF-707; SF-708; SF-709; and SF-710.

We conducting a search and have identified eight documents that are responsive to your request. We are releasing the documents in full with no redactions. We have attached the records as PDF files to your *FOIAonline* account.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by e-mail please send it to [FOIA@nara.gov](mailto:FOIA@nara.gov), also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number **NGC18-359** and *FOIAonline* Tracking Number NARA-NGC-2018-000681.

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

8601 ADELPHI ROAD  
COLLEGE PARK, MD 20740-6001

[www.archives.gov](http://www.archives.gov)

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison, Gary M. Stern, for assistance at the address below:

Gary M. Stern  
General Counsel and Chief FOIA Officer  
8601 Adelphi Road, Suite 3110  
College Park, MD 20740-6002  
301-837-1750  
[garym.stern@nara.gov](mailto:garym.stern@nara.gov)

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is noted below:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, MD 20740-6001  
[ogis@nara.gov](mailto:ogis@nara.gov)  
[ogis.archives.gov](http://ogis.archives.gov)  
202-741-5770  
1-877-684-6448

Sincerely,

Jodi L. Foor  
Deputy FOIA Officer  
Office of General Counsel  
301-837-2099  
Email: [Jodi.foor@nara.gov](mailto:Jodi.foor@nara.gov)

/s/ 7.10.2018  
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S:FOIA/FOIA CASE FILES/FY 2018 – FOIA request File code 1103-6